

March 16, 2015

## NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the grant-funded position of Grants/Fiscal Administrative Officer (P2/P3), Job Number 15-03.

**Deadline to apply is 5:00 p.m., April 15, 2015.**

### GRANTS/FISCAL ADMINISTRATIVE OFFICER (P2/P3)

**\$4,877 - \$7,125 Per Month**

#### POSITION SUMMARY

Under supervision by SFEP Director, incumbent will perform professional level fiscal and grant management work for the San Francisco Estuary Partnership (SFEP), a cooperative environmental program of ABAG, US Environmental Protection Agency (EPA) and the State of California.

#### TYPICAL DUTIES: (The examples may not cover all duties which may be performed)

- Prepare and track annual fiscal year budgets for 55+ projects
- Assist Director in drafting Environmental Protection Agency annual work plan and budget
- Conduct financial analyses including staff hours analyses and annual program budgets
- Advise staff on rules under current Code of Federal Regulations for Federal grants; Office of Management and Budget (OMB) regulations for local government, non-profits, and audit regulations; State Contracting Manual and ABAG contracting policies
- Research allowability/eligibility questions and required procedures
- Prepare audit responses on SFEP projects as required
- Prepare monthly contract billings for local agency staff agreements; prepare quarterly billings for grants requiring special billing templates (state agencies)
- Maintain information on all current grants and contracts (expiration dates, amendments, subcontracts; coordinate with project manager on subcontract extensions; track subcontract expenditures; track grant/contract documents in signature process)
- Develop and maintain master program schedule of projects; milestone dates
- Maintain document tracking system. Review subcontractor invoices approved by project managers to ensure correctness, allowability; correct entry in project expenditure spreadsheet
- Work closely with finance and legal staff at ABAG on all SFEP fiscal matters

## **QUALIFICATIONS**

- Knowledge of fiscal planning and budgeting at state and local agencies, and/or non-profits
- Knowledge of principles and techniques of grants solicitation and application processes and management of awarded grants and regulatory compliance
- Project Management background and experience with related project management software
- Strong proficiency with Microsoft Excel and graphs or other financial database tracking software, Microsoft Office, e-mail, and other web-based tools
- Experience with Federal or State of California grants management, requirements, reporting, and oversight, and basic accounting skills
- Careful attention to detail and superior organization and time management skills
- Ability to facilitate coordination and communicate effectively, both orally and in writing
- Manage numerous projects simultaneously and track changing project schedules
- Ability to work with minimal supervision
- Good interpersonal skills
- Background in water quality/environmental issues is desirable

## **EDUCATION AND EXPERIENCE**

A Bachelor's degree or equivalent in business administration, public administration, finance, accounting, project management, or related field. Minimum of five (5) years recent experience (within last 10 years) providing grant and or budget related support services to environmental or engineering project managers at a government agency, private firm or environmental organization.

## **ADDITIONAL INFORMATION**

Work location is at the San Francisco Bay Regional Water Quality Control Board in downtown Oakland.

## **COMPENSATION AND BENEFITS**

**Salary:** \$4,877 - \$7,125 per month

**Pension:** Employee pays CalPERS 6.25% of salary toward 2.5% @ age 67 retirement plan

**Social Security:** Employee pays 6.2% of salary

**Deferred Compensation:** STARS/UTC 457 and/or ICMA-RC Retirement Plan (Voluntary)

**Retiree Medical Account:** \$100 per month

## **COMPENSATION AND BENEFITS (CONTINUED)**

**Health and Dental Plans:** Six HMO and three PPO Medical Plans, Delta Dental Insurance, and VSP Vision. Out-of-pocket contribution may be required depending on selected coverage.

**Life Insurance:** ABAG Paid coverage equal to 2 times annual salary

**Other Benefits:** Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

**Vacation, Sick Leave, Holidays:** Competitive leave package including 11 paid holidays and 3 floating holidays annually

## **APPLICATION PROCESS**

Deadline to apply is 5:00 p.m., April 15, 2015. Please submit a cover letter, resume and employment application to:

ABAG H.R. 15-03  
P.O. Box 2050  
Oakland, CA 94604-2050

*Reflecting the diversity of California, ABAG is an equal opportunity employer.*

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT [www.abag.ca.gov/jobs.html](http://www.abag.ca.gov/jobs.html) OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG – H.R. 15-03, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.